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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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Tel: (808) 587-4700 Fax: (808) 587-4703
www.spo.hawaii.gov

SPO 09-036

August 28, 2008

TO: Chief Procurement Officers

FROM: Aaron S. Fujioka

A handwritten signature in black ink, appearing to read "Aaron S. Fujioka".

SUBJECT: Mandatory Photo on pCard

As an added security measure, the State Procurement Office is requiring all Executive Branch departments to have ID photos imprinted on all new and reissued pCards (see attached memo dated 7/7/08). It is essential that all cardholders be afforded the same high level of security. Therefore, effective January 1, 2009, all new and re-issued cards (except agency cards or cards that are not embossed with an employee's name) for all participating jurisdictions are required to have photos taken and embossed on the pCard.

Cardholders may use an existing photograph on file with First Hawaiian Bank (FHB), if the picture was taken after January 2006. Cardholders using an existing photograph should e-mail Nelson Nakagawa at nelson.nakagawa@fhb.com with their name, last four numbers of the personal account number, and last four numbers of the pCard account number. Otherwise, employees must go to a branch with available bank photo camera. For information on camera locations, log on to www.fhb.com, select Locate, then select a branch displaying a camera icon. Times and availability may vary.

Since there are no First Hawaiian Bank branches on Molokai, employees residing on Molokai are permitted to send a digital image as follows:

1. Capture an individual digital photo (no hats or dark glasses).
2. Name each picture/image as the cardholder's first and last name.
3. Save/burn the image onto a CD.
4. Mail CD to: First Hawaiian Bank
BankCard Center – Embossing Department
Attn: Eric Nunies
P.O. Box 30630
Honolulu, HI 96820

At the latest, photographs should be taken a minimum of 30 days prior to the card's expiration date to ensure the new cards can be distributed in a timely manner. A delay in taking a photo may impede the issuance of a new card. New cardholders may have photos taken at any time prior to card release. Cardholders will be required to complete a photo data card (except on Molokai) at the time a photo is taken. The employee's applicable government jurisdiction must be used in the company name field; do not use the department or division/agency name.

Your staff may call Bonnie Kahakui at 587-4702 if they have any questions, or you may call me at 587-4700.

Attachment



BankCard Center
P.O. Box 1959
Honolulu, HI 96805

State of Hawaii
1151 Punchbowl Street
Honolulu, Hawaii 96813


Dear New Purchasing Card (pCard) Cardholder,

We are pleased to inform you that we are ready to process your new pCard.

Please go to any First Hawaiian Bank branch to have your photo taken and be sure to bring a photo ID for positive identification.

At the branch, inform the branch staff that you are there to take your picture for your new pCard. You will be asked to complete a short form with important information.

Sample of completed form

Account Number(s): _____		PHOTO DATA CARD
Name (please print)	<u>MARY CARDHOLDER</u>	PHOTO SERIAL NO: _____
Company Name (MC bus.accts. only)	<u>STATE OF HAWAII</u>	
Daytime Phone Number	<u>555 - 1234</u>	 Please sign within box.
Type of Identification	<u>#DL</u>	
Social Security Number	<u>- OPTIONAL -</u>	
Date Photo Taken	_____	
Reason for Photo:	<input checked="" type="checkbox"/> New Account(s) <input type="checkbox"/> Name Change or Add Cardholder <input type="checkbox"/> Retake	
MC-1118 (REV. 2/1/86)		

Sign the form and they will take your picture.

If you do not receive your new pCard within 7 business days of taking your picture, please notify your Department pCard Administrator and let them know the date and location where your picture was taken.

Thank you and please feel free to contact your Department pCard Administrator if you have any questions. Should the branch representative have any questions, please have them contact me directly at 808-844-3184 or Lynne Uwono at 808-844-4657.

Sincerely,



Nelson Nakagawa
First Hawaiian Bank
Commercial Card Department